

EMPLOYEE NAME: _____
PROJECT NO.¹ _____

DEPARTMENT OF THE INTERIOR
U.S. GEOLOGICAL SURVEY
EMPLOYEE ATTENDANCE RECORD

PAY PERIOD (PP) _____
ENDING: _____
FISCAL: _____

¹Indicate days to be charged to each project if more than one project is used.

PLEASE RETURN TO _____ BY _____

D A Y	D A T E	TIME						REGULAR	CREDIT HOURS		OVERTIME	HAZARD	HOURS/ COMP TIME EARNED	TYPE	TOTAL HOURS WORKED
		IN	OUT	IN	OUT	IN	OUT	HOURS WORKED	EARNED	USED	HOURS WORKED	DUTY HOURS		LEAVE USED ²	
SUN															
MON															
TUE															
WED															
THU															
FRI															
SAT															
SUN															
MON															
TUE															
WED															
THU															
FRI															
SAT															
TOTALS															

² ABBREVIATIONS for type Leave used AL Annual Leave SL Sick Leave LWOP Leave Without Pay ADMIN Administrative Leave ML Military Leave CT Comp Time

CREDIT HOUR BALANCE AT BEGINNING OF PP: _____ CERTIFIED CORRECT BY: _____
CREDIT HOUR BALANCE AT END OF PP: _____ (Employee's Signature)

(Timekeeper's signature) REVIEWED BY: _____
(Supervisors's Signature)